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8546
WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Storage
Special Handling

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 36.1

Release of Samples to Prospective Buyers

I General

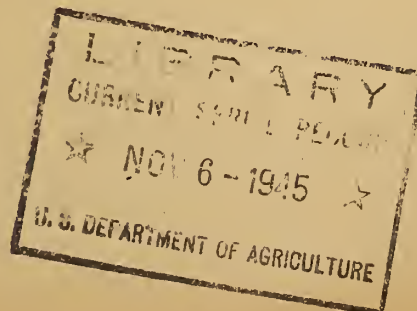
- A. Effective immediately, the procedure outlined below will be followed in releasing samples to prospective buyers of commodities being offered for sale by the Sales Branch.
- B. This procedure supersedes the memorandum of January 9, 1945, to all Regional Chiefs, Shipping and Storage Divisions relative to the release of samples to prospective buyers.

II Regional Requests for the Release of Samples

- A. The Regional Chief, Sales Division will send to the Regional Chief, Shipping and Storage Division, a memorandum requesting the release of samples to prospective buyers. This memorandum will include the following:
 - 1. Prospective buyer
 - 2. Prospective buyer's address
 - 3. Commodity
 - 4. Warehouse and Lot number (if necessary)
 - 5. Quantity to be released
 - 6. Whether sample is to be delivered or picked up
- B. On the basis of the memorandum, the Regional Chief, Shipping and Storage Division will take the action outlined below to release the sample.

III Ordering Samples Released

- A. When memoranda for the release of samples are received from the Sales Division the Regional Shipping and Storage Division will take the following action:



1. Warehouse Tickets, Form FDA-602 (master ditto form) will be prepared by the Regional Shipping and Storage Division to cover each release or delivery of samples.
2. Assign an order number from the block of order numbers furnished Regional Shipping and Storage Divisions by the Chief, Shipping Division in Washington.
3. The Notice to Deliver, Form FDA-194 or CCC-107 (Revised form) will be prepared and forwarded to the warehouse in which the commodity is stored, along with a Government Bill of Lading Standard Form No. 1103, in case the sample is to be delivered to the prospective buyer.
 - a. Distribution of copies of the Notice to Deliver and Bill of Lading (if necessary) will be the same as is made on regular shipments.
4. When delivery is made under such circumstances that the Bill of Lading is not used, an original and four copies of the Consignee's Receipt, Forms FDA-516 and CCC-108 will be prepared and distributed as follows:
 - a. Original and one copy retained by the delivering party (warehouse) for attaching to voucher supporting claim.
 - b. One copy retained by delivering party for his files.
 - c. Two copies forwarded to:

Sales Reconciliation Unit
Inventory Accounting Section
Office of the Treasurer, CCC-WFA
Washington 25, D. C.
5. If it is urgent that the warehouse release the sample prior to receipt of the Notice to Deliver, then telephone or telegraphic instructions will be sent to the warehouse and the warehouseman informed that the Notice to Deliver is being sent to him.

6. A notation on Form FDA-602 will be made to indicate the date the Notice to Deliver and Bill of Lading (if necessary) or instructions are sent to the warehouseman.
7. When the Warehouse Ticket, Form FDA-602 has been completely prepared and the shipping documents have gone forward to the warehouse, the master ditto Warehouse Ticket, Form FDA-602 will be airmailed to:

Chief, Appropriate Commodity Unit
Shipping and Storage Branch, OS-CCC
South Agriculture Building
Washington 25, D. C.

8. In the Storage Division in Washington, Form FDA-602, will be referred to the appropriate Commodity Unit and the quantity being released to the prospective buyers deducted from the inventory records. The order ticket will then be posted to the Order Number Control record maintained in the Commodity Unit for field numbers and referred to the Shipping Division for further processing.

B. Processing Form FDA-602 in the Shipping Division

1. Upon completion of Form FDA-602 in the Commodity Units, Storage Division, the tickets will be forwarded to the Routing, Rates, and Tariff Unit, Shipping Division.
2. In the Rates, Tariff, and Routing Unit, Traffic Services Section and the Document Servicing Section, Form FDA-602 will be processed in accordance with Shipping and Storage Branch Memorandum No. 39.6, entitled "Flow of Work in Processing of Vendor and Warehouse Tickets", with the following exception:

It will not be necessary for the Shipping Instruction Desk to prepare shipping instructions to field office.

IV Requests from Sales Branch In Washington

- A. In case the release of samples are requested by the Sales Branch in Washington, the same procedure outlined for requests from Regional Sales Division will be followed, except memoranda will be directed to the Chief, Storage Division, Shipping and Storage Branch and referred to the appropriate Commodity Unit in the Storage Division. The Commodity Unit will then prepare the warehouse ticket and shipping instructions will be issued by the Shipping Division, the same as on regular shipments.



Chief, Shipping and Storage Branch

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